

## South Carolina Libraries

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### South Carolina Librarian v.29 n.1 Spring/1985

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## **South Carolina Librarian v.29 n.1 Spring/1985**

### **Abstract**

South Carolina Librarian v.29 n.1 Spring/1985

### **Keywords**

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# South Carolina Librarian

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**On Our Cover:** This issue of the *South Carolina Librarian* is so packed with useful information we had to put the Table of Contents on the cover to make room for the articles!

Editor ..... Laurance R. Mitlin  
Winthrop College Library

Business Manager ..... Nancy M. Davidson  
Winthrop College Library

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## Computer Services: A New Dimension for School Librarians in South Carolina

Frederic L. Splittgerber  
Associate Professor of Education  
U.S.C. - Columbia  
and

Norbert A. Stirzaker  
Associate Professor of Education  
U.S.C. - Spartanburg

**Editor's Note:** This article is the first of two on the microcomputer and the school librarian in South Carolina. It discusses the findings of a survey on the involvement of school librarians with computers. In the fall issue, the educational training of school librarians, especially as it relates to computers, will be discussed.

### Overview

A state-wide study of media specialists/librarians in South Carolina public schools was sponsored by the University of South Carolina College of Education in April, 1984, to determine: 1) the degree and extent to which professional preparation includes training in computer services and library; 2) locus of control among media, print, non-print and computer services; and 3) the amount of responsibility and time involvement with computer services. This article focuses on the responsibility and time involvement of media specialists/librarians with computer services.

The term Media Specialist is used currently by the South Carolina State Department of Education to describe certified personnel in public school libraries and media centers. Although no definitions other than categories describing course work were furnished by the State Department for the study, the following terms were defined for use in the state-wide study. Media Specialist was defined as processing both print and non-print material and focusing on service/assistance aspects as a librarian or media specialist. In contrast, Media Communications Specialist facilitated technical, graphic and production (non-print) aspects of audio-visual, television, computers, etc. The third term, Media Supervisor, coordinated media programs and technical processes on district level and supervised planning, instruction and staff development of personnel.

### Description of the Study

From the total sample of 1,073 South Carolina public schools identified by the State Department of Education, a random sample of 322 schools was selected representing thirty percent of the public schools from mixed, rural and urban categories on elementary and secondary levels. A questionnaire was sent out to each media specialist/librarian in those public schools identified for the sample. One month later, a follow-up letter and second questionnaire were sent to insure that at least a twenty percent return would be reached on the elementary and secondary levels.

Out of 322 questionnaires sent, 217 (67.39%) were returned by public school media specialists/librarians. Of the 217 questionnaires returned, 155 were returned from the elementary level and 62 from the secondary level. A further breakdown indicated 131 were classified as elementary schools, 39 were middle/junior high schools and 46 were high schools.

### Findings

The survey asked media specialist/librarians to indicate: 1) the amount of time



spent weekly in print, non-print and computer services; 2) whether the integration or separation of computer services was preferred; and 3) their responsibility toward purchase of software and hardware, maintenance, and computer instruction of teachers and students. Each of the three items are reported here.

The media specialists/librarians participating in the study were asked to indicate the time spent weekly on print, non-print and computer services. In Table 1, 60 (27.65%) respondents stated that seventy-one to eighty percent of their time was spent on print services, 33 (15.21%) spent sixty-one to seventy percent of their time on print services, 25 (11.52%) spent from eighty-one to ninety percent and another 25 (11.52%) from forty-one to fifty percent. The majority of the participants reported spending from sixty to 100 percent of their time on print services.

**TABLE 1**  
Percentage of Time Spent Weekly on Print Services Reported  
By School Level  
(n=217)

Percentage of Time Spent on Print Services	No Response	Elementary	School Level Middle/ Junior High	High	Total	Percent
No Response		7	2	2	11	5.07
1-10		3			3	1.38
11-20		2		3	5	2.30
21-30		6	1	1	8	3.69
31-40		5	7	3	15	6.91
41-50		11	3	11	25	11.52
51-60		13	6	5	24	11.06
61-70		21	5	7	33	15.21
71-80		35	12	13	60	27.65
81-90	1	20	3	1	25	11.52
91-100		8			8	3.69
Totals	1	131	39	46	217	100.00

In Table 2, non-print services accounted weekly for 66 (30.41%) participants in the twenty-one to thirty percent category, 45 (20.74%) participants for the one to ten percent category, and 41 (18.89%) respondents indicated participation for eleven to twenty percent weekly in non-print services. From the majority of responses, one to thirty percent of participants' weekly time was spent in non-print services.

Table 3 analyzes the percent of weekly time spent on computer services. No responses were returned by 108 (49.77%) participants, 66 (30.41%) participants indicated the most frequent category of computer services was one to ten percent and the next most frequent interval was the eleven to twenty percent category with 20 (9.22%) responding. Almost half of the respondents indicated no time was spent on computer services.

Respondents next were asked to indicate whether they recommended the integration or separation of computer services from print and non-print services. Out of the 217 respondents, 94 (43.32%) indicated computers should be integrated with print and non-print services, 88 (40.55%) recommended separation and 35 (16.13%) did not respond. Respondents who gave reasons for integration made the following types of comments: the computer was another resource or type of media, computers would be more accessible to users, better security and inventory, part of media services, be more accessible to all and students need to see computers used in all areas. Reasons given for separation were: no time, no computers were available, need

**TABLE 2**  
Percentage of Time Spent Weekly on Non-Print Services (Excluding  
Computer Services) Reported By School Level  
(n=217)

Percentage of Time Spent on Non-Print Services (No Computer Services)	No Response	Elementary	School Level Middle/ Junior High	High	Total	Percent
No Response		10	2	2	14	6.45
1-10	1	35	8	1	45	20.74
11-20		27	4	10	41	18.89
21-30		38	15	13	66	30.41
31-40		11	5	7	23	10.60
41-50		7	1	10	18	8.29
51-60			4	1	5	2.30
61-70		2		1	3	1.38
71-80		1			1	.46
81-90				1	1	.46
Totals	1	131	39	46	217	99.99

separate room and separate coordinator with computer classroom, and not in the media center/library.

Media specialists/librarians were solicited to indicate their responsibilities toward computer services. When asked who should be responsible for selection and purchase of computer software, 166 (76.50%) indicated media specialists/librarians should be responsible and 39 (17.97%) indicated it was not their responsibility. There were 12 (5.55%) participants who did not respond. Reasons given for not being responsible included, in order of frequency, 1) teachers should be responsible; 2) input should come from faculty; and 3) responsibility should be shared with teachers, administrators or department heads.

Participants were asked to indicate if their responsibility extended to the

**TABLE 3**  
Percentage of Time Spent Weekly on Computer Services Reported  
By School Level  
(n=217)

Percentage of Time Spent on Computer Services	No Responses	Elementary	School Level Middle/ Junior High	High	Total	Percent
No Response	1	66	17	25	108	49.77
1-10		37	13	16	66	30.41
11-20		12	6	2	20	9.22
21-30		13	2	1	16	7.37
31-40		2	1	2	5	2.30
41-50		1			1	.46
51-60		1			1	.46
Totals	1	131	39	46	217	99.99



selection and purchase of computer hardware. Out of 217 respondents, 145 (66.82%) indicated "yes", 57 (26.27%) indicated "no" and 15 (6.91%) gave no response. The reason given for not assuming this responsibility was due to the feeling that teachers, administrators and district office personnel should share this responsibility.

When media specialists/librarians were asked if they should be responsible for maintenance of computers, 101 (46.54%) indicated "yes", 101 (46.54%) indicated "no" and 15 (6.91%) did not respond. Although the respondents were divided evenly over the maintenance issue, their reasons, listed in order of frequency, for not accepting maintenance responsibility were: 1) The company selling the hardware is responsible, 2) teachers or computer instructors are responsible, 3) district maintenance personnel should be responsible, or 4) that the responsibility should be shared by the above groups.

Participants were asked if they were willing to assume responsibility for training students on use of computer equipment. The responses were 120 (55.30%) in favor of assuming responsibility for student training, 83 (38.25%) against assuming the training of students and 14 (6.45%) did not respond. Those who did not accept the responsibility indicated that it was the responsibility of the teacher, that a computer instructor was available for training students, that it should be a shared responsibility of the district or that there was no time.

When asked if media specialists/librarians were willing to assume training of teachers in use of computer equipment, 123 (56.68%) said "yes", 77 (35.48%) indicated "no" and 17 (7.83%) did not respond. The reasons why they did not want to assume the training responsibility of teachers were, in order of frequency, 1) computer instructor available, 2) shared responsibility of school personnel and teachers, 3) district office personnel responsibility, and 4) availability of courses or workshops.

When asked if participants were willing to coordinate use of computers, 175 (80.65%) indicated "yes", 28 (12.90%) stated "no" and 14 (6.45%) did not respond. Reasons given for not coordinating computer programs were that teachers or computer instructors were responsible, or it was the shared responsibility of teachers and administrators.

### Conclusions

While participants were willing to assume control and direction in training of students and teachers and evenly divided on maintenance, it would appear that media specialists/librarians were willing to assume responsibility for coordinating computer services. However, when the actual time spent during the week was analyzed as to percentage of time devoted to print, non-print and computer services, it would appear that the major effort is not focused on computer services at this time.

### Recommendations

Based on the data and conclusions of this study, it is recommended

1. Consideration should be given by local school districts and state departments of education to providing media specialists/librarians with inservice training in computer services, purchasing both of computer software and hardware and cataloguing of computer software.
2. Consideration should be given by school districts toward expanding job responsibilities of media specialists/librarians to include the preparation of teachers in computer literacy.
3. Consideration should be given by school districts for the assignment of student's preparation in computer literacy to other school personnel.

4. Careful analysis of print and media budgets should be undertaken by school districts to determine additional budget requirements that may be created by the addition of computer services.
5. Careful consideration should be given at the state level to a re-examination of certification titles and job responsibilities of media specialists and media communications specialists in the light of actual time spent.
6. Careful review of maintenance policies should be considered to determine who is responsible for maintenance and repair of media and computer equipment.

### Burning Issues

Several burning issues have been raised as to the current and future emphasis of the media center/library. Does the current emphasis mean that in order to strengthen computer services the media center/library will focus less attention on print and certain non-profit services? What impact will this have on student learning? What is the concept of media center/library if print and non-print services are de-emphasized? What changes need to take place in staffing and training to accommodate this shift in emphasis toward computer services?



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## Celebrations: Holiday and Theme Book Programs

By Caroline Feller Bauer. 272pp. Illustrated Spring 1985. ISBN 0-8242-0708-4 \$30 tent. U.S. and Canada. \$35 tent. other countries.

From the Pied Piper of Reading, here is a highly unusual collection of 16 children's book programs based on holidays, events, and other phenomena—some real, some make-believe. Sure-fire enticements to the practice and enjoyment of reading, the programs in *Celebrations* combine poetry, recipes, games, crafts, and exhibits that bring to life such readable occasions as National Nothing Day, Thanksgiving, Grandparents' Day, Terrific Turtles, Christmas, Pigmania, and Spring into Spring.

Caroline Feller Bauer is also the author of *This Way to Books*.

## Facts About the Presidents

### Supplement to the 4th Edition

By Joseph Nathan Kane. 16pp. Spring 1985. ISBN 0-8242-0709-2 \$3 tent. U.S. and Canada. \$4 tent. other countries.

An important addition to *Facts About the Presidents*, 4th Edition, which *Choice* calls "a reference room staple," this 16-page supplement updates the chapter on Ronald Reagan. It includes statistics and other information about the 1984 campaigns and the nominating conventions of all major and minor parties, complete election results, the full record of Reagan's first term, and coverage of the beginning of his second term, including inauguration, cabinet appointments, and important events through March, 1985.

## American Reformers

Edited by Alden Whitman. approx. 960pp. Spring 1985. ISBN 0-8242-0705-X \$75 tent. U.S. and Canada. \$90 tent. other countries.

Offering concise biographies of 508 men and women who were the principal architects of reform in America from the seventeenth century to modern times, this book covers reformers from all political and ideological persuasions, from religious tolerance, labor rights, and prison reform to Native American rights, racial and sexual equality, and freedom of speech.

New Spring '85

## Current Biography Yearbook 1984

Approx. 500pp. January 1985. ISSN 0084-9499 \$35 U.S. and Canada. \$45 other countries.

The 1984 *Yearbook* cumulates the 11 monthly issues of *Current Biography*, provides a complete listing of the year's obituaries, and an index to all the biographical articles that have appeared since 1980.

## Sears: Lista de Encabezamientos de Materia

Translated by Carmen Rovira. 753pp. Ready 1984. ISBN 0-8242-0704-1 LC 84-19619 \$45 U.S. and Canada. \$60 other countries.

The 12th Edition of *Sears List of Subject Headings* has now been translated into Spanish. The new Spanish edition features an English-to-Spanish index of main headings and elaboration of regional and historical entries for Spanish-speaking regions.

## Short Story Index 1979-1983

Edited by Juliette Yaakov. 918pp. Ready 1984. ISSN 0360-9774 LC 75-649762 \$80 U.S. and Canada. \$90 other countries.

This up-to-date, five-year cumulative volume of *Short Story Index* lists author, title, and subject references to almost 14,000 stories published in 900 new collections and over 2,500 stories that appeared in 56 periodicals from 1979 to 1983.

Note: Subscribers who have maintained an annual subscription to *Short Story Index* for the past five years receive the five-year cumulative volume at no extra charge as part of their regular subscription.

## Songs of the Theater

By Richard Lewine and Alfred Simon. 916pp. Ready 1984. ISBN 0-8242-0706-8 LC 84-13068 \$70 U.S. and Canada. \$85 other countries.

Two of the most frequently asked questions about musical theater—"Who wrote that song? What show is it from?"—are now easy to answer with the help of this comprehensive index to some 17,000 songs from over 1,200 shows that have appeared on Broadway and Off-Broadway from the earliest days of the American musical theater through 1983.

## World Artists 1950-1980

By Claude Marks. 928pp. Ready 1984. ISBN 0-8242-0707-6 LC 84-13152 \$70 U.S. and Canada. \$85 other countries.

An authoritative survey of the careers of 312 artists who were influential in the post-World War II era. *World Artists 1950-1980* presents the story of each artist's life and work, outlining work methods, influences, and aesthetic beliefs at each stage of his or her development. The artists profiled represent a wide variety of styles and movements in painting, sculpture, and graphic media.



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# State Your Business: A Reference Librarian's Guide To South Carolina Newsletters

Susan R. Murphy  
Reference Librarian  
Winthrop College Library

"Teen Pregnancy in South Carolina: Problems and Programs" (*Preventive Medicine Quarterly*) — "Footrot in Cattle" (*Dairy Science Extension Leaflet*) — "1983 State Per Capita Personal Income" (*South Carolina State Data Center Newsletter*) — "National Hotline Established to Aid Employers in Accommodating Handicapped Employees" (*South Carolina State Personnel Newsletter*) — "What 'Type' Are You? Are you a Type A or Type B Personality?" (*The Well Street Journal*)

The above headlines from a sampling of South Carolina newsletters are but a tiny percentage of the interesting and diverse information to be gleaned from these significant, yet too often overlooked, documents. As a reference librarian, it seemed to me a terrible waste to see such a plethora of information contained within these newsletters go unused by my patrons. This particularly in view of the fact that many questions asked in a given day could be answered by a simple referral to one of the many newsletters mentioned below. Therefore, the following represents a reference librarians's, not a cataloger's, attempt at organizing the vast number of state newsletters housed at Winthrop College's Dacus Library as well as other state documents depository libraries.

A note on the organization of this article is in order, however. In Part One the newsletters are arranged alphabetically according to the sponsoring agency. The designator "South Carolina" has been dropped from the agency names. For example, "South Carolina State Department of Education" is abbreviated to become "State Department of Education". In Part Two the newsletters are arranged according to general subject headings. For further clarification, the sponsoring agency is listed immediately after each newsletter in this section.

## Part One: Sponsoring Agencies

### Aeronautics Commission

Palmetto Aviation

### Arts Commission

Artifacts: Community and Neighborhood Arts Newsletter of the South Carolina Arts Commission  
Independent Spirit (Media Arts Center)

### Board of Accountancy

Newsletter (South Carolina Board of Accountancy)

### Children's Bureau

News from the Children's Bureau

### The Citadel, the Military College of South Carolina

The Brigadier; the Newspaper of the Military College of South Carolina  
The Citadel Alumni News (Association of Citadel Men)

### Clark's Hill-Russell Authority

Highlights



**Clemson University**

Bulletin (Cooperative Extension Service)  
Circular (Cooperative Extension Service)  
Clemson University News (Department of University Relations)  
Clemson World (Alumni Association)  
Dairy Science Extension Leaflet (Cooperative Extension Service)  
Engineering: The Newsletter of Engineering at Clemson University (College of Engineering)  
Energy Trends: A Monthly Publication (State Energy Programs Office)  
Forestry Bulletin (College of Forest and Recreation Resources, Department of Forestry)  
Forest Research Series (College of Forest and Recreation Resources, Department of Forestry)  
HE Circular (Cooperative Extension Service, Home Economics Programs)  
HM Leaflet (Cooperative Extension Service)  
Livestock Leaflet (Cooperative Extension Service)  
Pork Industry Handbook (Cooperative Extension Service)  
South Carolina Marine Briefs (Cooperative Extension Service)  
The South Carolina Review

**Commission on Aging**

Vintage

**Commission on Alcohol and Drug Abuse**

The Big Issue: Alcohol and Drug Abuse Philosophies Relating to the State South Carolina (Division of Prevention, Education, and Intervention)

**Commission on Higher Education**

Higher Education Newsletter

**Commission on Women**

South Carolina Women

**Criminal Justice Academy**

Crime to Court: Continuing Education for Law Enforcement Officers, Police Officer's Handbook  
Legal Log  
Palmetto Informer

**Dairy Commission**

Price Announcement

**Department of Agriculture**

The South Carolina Market Bulletin

**Department of Archives and History**

Bulletin of Technical and Historical Resources (Historical Services and Information Division)  
The New South Carolina State Gazette

**Department of Corrections**

The Intercom

**Department of Health and Environment Control**

Environmental Quality  
EPI-Notes  
Newsletter-Bureau of Laboratories  
Preventive Medicine Quarterly  
South Carolina Genetics Newsletter (Bureau of Maternal and Child Care)  
South Carolina Health Education (Division of Health Education)  
Update

**Department of Highways and Public Transportation**

Carolina Highways  
MVD News (Motor Vehicle Division)  
Palmetto Patrolman (Law Enforcement Division)

**Department of Labor**

SC Oshagram (Division of Occupational Safety and Health)

**Department of Mental Retardation**


Forum

**Department of Parks, Recreation, and Tourism**

Park Lites (Division of State Parks)

**Department of Social Services**



Medicaid Bulletin  
Statistical Report



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**Department of Youth Services**  
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**Developmental Disabilities Council**

*South Carolina DD: A Newsletter from the Developmental Disabilities Council (Office of the Governor, Division of Health and Human Services)*

**Employment Security Commission**

*S.C. Employment Trends (Research and Analysis)*

**Francis Marion College**

*Francis Marion College Campus View*

**Joint Legislative Committee on Energy: General Assembly**

*Energy News Briefs: Legislative Update*

*S.C. Legislative Up-Date: Energy*

**Lander College**

*Greenwood County Business and Economic Report (Department of Business Administration and Economics)*

*Lander Magazine*

**Medical University of South Carolina**

*Library Notes, Medical University of South Carolina*

**Museum Commission**

*Images (State Museum)*

**Patriots Point Development Authority**

*Deck Log (Patriots Point Naval and Maritime Museum)*

**Public Service Authority**

*Connections (Santee Cooper)*

**Real Estate Commission**

*South Carolina Real Estate News*

**School for the Deaf and Blind**

*Palmetto Leaf*

**Sea Grant Consortium**

*Coastal Heritage*

**State Board for Technical and Comprehensive Education**

*Impact*

*Energy News (Energy Extension Service)*

**State Board of Nursing**

*Bits From the Board*

**State Board of Pharmacy**

*South Carolina Board of Pharmacy News*

**State Budget and Control Board**

*Insurance Insight (Personnel Division)*

*The Monthly Revenue Letter (Division of Research and Statistical Services)*

*Revenue Outlook (Board of Economic Advisors)*

*Revenues (Board of Economic Advisors)*

*South Carolina Business Opportunities (Division of General Services)*

*South Carolina Retirement Systems Update (Retirement System)*

*South Carolina State Data Center Newsletter (Division of Research and Statistical Services, State Data Center)*

*South Carolina State Personnel Newsletter (Personnel Division, Employee Relations Unit)*

*State Personnel Insurance Newsletter (Personnel Division)*

*The Well Street Journal (Personnel Division)*

**State College**

*News and Notes (Miller F. Whittaker Library)*

**State Department of Education**

*Overview (Office of Programs for the Handicapped)*

*Palmetto Apple (Office of School Food Services)*

**State Department of Mental Health**

*Images*

**State Development Board**

*Basic Issues (Business Assistance and Services Information Center)*

**State Ethics Commission**

*Newsletter*

**State Human Affairs Commission**

*The Bulletin*

**State Land Resources Conservation Commission**

*Newsletter: South Carolina Cartographic Information Center*

**State Library**

*New Resources for State Government and Agencies*

*News About Library Services for the Blind and Physically Handicapped (Division for the Blind and Physically Handicapped)*

*News About the AV Scene*

*News for South Carolina Libraries*

**State Ports Authority**

*South Carolina Port News*

*The Seaporter: Employee Newspaper of S.C. State Ports Authority*

**State Workers' Compensation Fund**

*Bulletin: State Workers' Compensation Fund*

**Tax Commission**

*Revenews*

**University of South Carolina**

*Business and Economic Review (Bureau of Business and Economic Research)*

*The Business: Faculty-Staff Newsletter for and about the College of Business Administration*

*(Bureau of Business and Economic Research)*

*Carolina Alumni Quarterly*

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**Carolinian***College of Health Newsletter* (College of Health)*Notebook* (Institute of Archeology and Anthropology)*On Target* (Spartanburg Regional Campus)*South By Southeast* (Institute for Southern Studies)*South Carolina Economic Indicators* (Bureau of Business and Economic Research)*Times 9: News from the University of South Carolina Nine-Campus System**USC Library and Information Science* (College of Library and Information Science)**Vocational Rehabilitation Department***New Horizons***Water Resources Commission***Palmetto State Climate Summary* (State Climate Office)*Palmetto Waters* (A Publication of the South Carolina Water Resources Commission in conjunction with the Water Research Institute of Clemson)*South Carolina Floodplain Management Program Newsletter***Wildlife and Marine Resources Department***The Resource**Saltwater Conversation**South Carolina Wildlife***Winthrop College***Dacus Focus: Services and Resources of the Winthrop College Library**Winthrop College News***Part Two: General Subject Headings****Agriculture***Bulletin* (Clemson University, Cooperative Extension Service)*Circular* (Clemson University, Cooperative Extension Service)*Dairy Science Extension Leaflet* (Clemson University Cooperative Extension Service)*Livestock Leaflet* (Clemson University, Cooperative Extension Service)*Pork Industry Handbook* (Clemson University, Cooperative Extension Service)*Price Announcement* (Dairy Commission)*The South Carolina Market Bulletin* (State of South Carolina Department of Agriculture)**Arts***Artifacts: Community and Neighborhood Arts Newsletter of the South Carolina Arts Commission**Independent Spirit* (South Carolina Arts Commission, Media Arts Center)*Images* (South Carolina Museum Commission, State Museum)**Business***Basic Issues* (South Carolina State Development Board, Business Assistance and Services Information Center)*Business and Economic Review* (University of South Carolina, Bureau of Business and Economic Research)*New Resources for State Government and Agencies* (South Carolina State Library)*Greenwood County Business & Economic Report* (Lander College, Development of Business Administration and Economics)*South Carolina Business Opportunities* (State Budget and Control Board, Division of General Services)*South Carolina Port News* (State Ports Authority)**Citadel***The Brigadier: The Newspaper of the Military College of South Carolina**The Citadel Alumni News* (Association of Citadel Men)**Clemson***Clemson University News* (Department of University Relations)*Clemson World* (Alumni Association)*The South Carolina Review***Economics***Business and Economic Review* (University of South Carolina, Bureau of Business and Economic Research)*HM Leaflet* (Clemson University, Cooperative Extension Service)*The Monthly Revenue Letter* (South Carolina Budget and Control Board, Division of Research and Statistical Services)*Newsletter* (South Carolina Board of Accountancy)*Revenews* (South Carolina Tax Commission)*Revenue Outlook* (State Budget and Control Board, Board of Economic Advisors)*Revenues* (State Budget and Control Board, Board of Economic Advisors)*South Carolina Economic Indicators* (University of South Carolina, Bureau of Business and Economic Research)**Education***Higher Education Newsletter* (South Carolina Commission on Higher Education)*Overview* (South Carolina State Department of Education, Office of Programs for the Handicapped)*Palmetto Apple* (South Carolina State Department of Education, Office of School Food Services)*Palmetto Leaf* (South Carolina School for the Deaf and the Blind)**Energy***Energy News* (State Board for Technical and Comprehensive Education, Energy Extension Service)*Energy News Briefs: Legislative Update* (Joint Legislative Committee on Energy; General Assembly)*Energy Trends: A Monthly Publication* (Clemson University, State Energy Programs Office)*S.C. Legislative Up-Date: Energy* (Joint Legislative Committee on Energy; General Assembly)**Environment***Coastal Heritage* (South Carolina Sea Grant Consortium)*Environmental Quality* (South Carolina Department of Health and Environmental Control)*Newsletter: South Carolina Cartographic Information Center* (State Land Resources Conservation Commission)*Palmetto State Climate Summary* (South Carolina Water Resources Commission, State Climate Office)*Palmetto Waters* (South Carolina Water Resources Commission in Conjunction with the Water Resources Research Institute of Clemson)*Saltwater Conversation* (Wildlife and Marine Resources Department)*South Carolina Floodplain Management Program Newsletter* (South Carolina Water Resources Commission)*South Carolina Marine Briefs* (Clemson University, Cooperative Extension Service)*South Carolina Wildlife* (Wildlife and Marine Resources Department)**Francis Marion College***Francis Marion College Campus View***Handicapped***Forum* (South Carolina Department of Mental Retardation)*New Horizons* (South Carolina Vocational Rehabilitation Department)*News about Library Services for the Blind and Physically Handicapped* (South Carolina State Library, Division for the Blind and Physically Handicapped)*Overview* (South Carolina Department of Education, Office of Programs for the Handicapped)*Palmetto Leaf* (South Carolina School for the Deaf and the Blind)*South Carolina DD: A Newsletter from the Developmental Disabilities Council* (Developmental Disabilities Council; Office of the Governor, Division of Health and Human Services)**Health and Health Related***Bits from the Board* (State Board of Nursing)*College of Health Newsletter* (University of South Carolina, College of Health)*EPI-Notes* (South Carolina Department of Health and Environmental Control)*Library Notes Medical University of South Carolina Medicaid Bulletin* (South Carolina Department of Social Services)*Newsletter--Bureau of Laboratories* (South Carolina Department of Health and Environmental Control, Bureau of Laboratories)*Palmetto Apple* (South Carolina State Department of Education, Office of School Food Services)*Preventive Medicine Quarterly* (South Carolina Department of Health and Environmental Control)*South Carolina Board of Pharmacy News* (South Carolina State Board of Pharmacy)*South Carolina Genetics Newsletter* (South Carolina Department of Health and Environmental Control, Bureau of Maternal and Child Care)*South Carolina Health Education* (South Carolina Department of Health and Environmental Control, Division of Health Education)*Update* (South Carolina Department of Health and Environmental Control)*The Well Street Journal* (State Budget and Control Board, Personnel Division)



**History**

- Bulletin of Technical and Historical Resources* (South Carolina Department of Archives and History, Historical Services and Information Division)
- Highlights* (Clark's Hill-Russell Authority)
- Images* (South Carolina Museum Commission, State Museum)
- The New South Carolina State Gazette* (South Carolina Department of Archives and History)
- South by Southeast* (University of South Carolina, Institute for Southern Studies)

**Labor Force**

- Connections* (Public Service Authority, Santee Cooper)
- Insurance Insight* (State Budget and Control Board, Personnel Division)
- The Intercom* (South Carolina Department of Corrections)
- MVD News* (South Carolina Department of Highways and Public Transportation, Motor Vehicle Division)
- SC Employment Trends* (South Carolina Employment Security Commission, Research and Analysis)
- SC Oshagham* (South Carolina Department of Labor, Division of Occupational Safety and Health)
- The Seaporter: Employee Newspaper of S.C. State Ports Authority* (State Ports Authority)
- South Carolina Business Opportunities* (State Budget and Control Board, Division of General Services)
- South Carolina Real Estate News* (South Carolina Real Estate Commission)
- South Carolina State Personnel Newsletter* (State Budget and Control Board, Personnel Division, Employee Relations Unit)
- State Personnel Insurance Newsletter* (State Budget and Control Board, Personnel Division)

**Lander College**

- Lander Magazine*

**Law**

- Legal Law* (South Carolina Criminal Justice Academy)
- Newsletter* (State Ethics Commission)
- South Carolina Board of Pharmacy News* (State Board of Pharmacy)
- S.C. Legislative Up-Date: Energy* (Joint Legislative Committee on Energy)
- South Carolina Real Estate News* (South Carolina Real Estate Commission)

**Law Enforcement**

- Crime to Court: Continuing Education for Law Enforcement Officers, Police Officer's Handbook* (South Carolina Criminal Justice Academy)
- Palmetto Informer* (South Carolina Criminal Justice Academy)
- Palmetto Patrolman* (South Carolina Department of Highways and Public Transportation, Law Enforcement Division)

**Library**

- Dacus Focus: Services and Resources of the Winthrop College Library* (Winthrop College)
- Library Notes Medical University of South Carolina*
- News about Library Services for the Blind and Physically Handicapped* (South Carolina State Library, Division for the Blind and Physically Handicapped)
- News about the AV Scene* (South Carolina State Library)
- News and Notes* (South Carolina State College, Miller F. Whittaker Library)
- News for South Carolina Libraries* (South Carolina State Library)
- USC Library and Information Science* (University of South Carolina, College of Library and Information Science)

**Recreation**

- Deck Log* (Patriots Point Development Authority, Patriots Point Naval and Maritime Museum)
- Highlights* (Clark's Hill-Russell Authority)
- Park Lites* (South Carolina Department of Parks, Recreation, and Tourism, Division of State Parks)
- The Resource* (South Carolina Wildlife and Marine Resources Department)
- South Carolina Marine Briefs* (Clemson University, Cooperative Extension Service)

**Senior Citizens**

- Vintage* (South Carolina Commission on Aging)
- South Carolina Retirement Systems Update* (State Budget and Control Board, Retirement System)

**Social Concerns**

- The Big Issue: Alcohol and Drug Abuse Philosophies Relating to the State of South Carolina* (Commission on Alcohol and Drug Abuse, Division of Prevention, Education, and Intervention)
- The Bulletin* (South Carolina Human Affairs Commission)
- The Intercom* (South Carolina Department of Corrections)
- News from the Children's Bureau* (Children's Bureau Newsletter, providing Statewide Adoption Services Since 1909)
- South Carolina Women* (South Carolina Commission on Women)
- Social Services*
- Bulletin* (State Workers' Compensation Fund)
- Images* (South Carolina State Department of Mental Health)
- Medicaid Bulletin* (South Carolina Department of Social Services)
- New Horizons* (South Carolina Vocational Rehabilitation Department)
- News from the Children's Bureau* (Children's Bureau Newsletter, Providing Statewide Adoption Services since 1909)

**State College**

- News and Notes* (South Carolina State College, Miller F. Whittaker Library)

**Statistics**

- EPI-Notes* (South Carolina Department of Health and Environmental Control)
- The Monthly Revenue Letter* (State Budget and Control Board, Division of Research and Statistical Services)
- Palmetto State Climate Summary* (South Carolina Water Resources Commission, State Climate Office)
- Preventive Medicine Quarterly* (South Carolina Department of Health and Environmental Control)
- Revenue Outlook* (State Budget and Control Board, Board of Economic Advisors)
- SC Employment Trends* (South Carolina Employment Security Commission, Research and Analysis)
- South Carolina State Data Center Newsletter* (State Budget and Control Board, Division of Research and Statistical Services)
- Statistical Report* (Department of Social Sciences)

**Transportation**

- Carolina Highways* (Department of Highway and Public Transportation)
- MVD News* (Department of Highway and Public Transportation, Motor Vehicle Division)
- Palmetto Aviation* (South Carolina Aeronautics Commission)

**University of South Carolina**

- Carolina Alumni Quarterly*
- Carolinian*
- College of Health Newsletter* (University of South Carolina, College of Health)
- On Target* (The University of South Carolina at Spartanburg)
- Times 9: News from the University of South Carolina Nine-Campus System*
- USC Library and Information Science* (College of Library and Information Science)

**Winthrop College**

- Dacus Focus: Services and Resources of the Winthrop College Library*
- Winthrop College News*

**Youth**

- Dystrubute* (South Carolina Department of Youth Services)
- News from the Children's Bureau* (Children's Bureau Newsletter, Providing Statewide Adoption Services Since 1909)





## S.C. Librarians' Exchange

Edited by  
Tom Raines  
and Katina Strauch

Thanks to all of you who corresponded with us regarding the questions which we posed in the Fall, 1984 issue. Some of our questions received more responses than others. Here are the answers we received with the corresponding questions.

**Q: HOW ARE SOUTH CAROLINA LIBRARIES USING MICROCOMPUTERS IN CURRENT OPERATIONS, INCLUDING FOR INTERNAL LIBRARY OPERATIONS AS WELL AS FOR USER APPLICATIONS?**

**A: From Cynthia Cox Yarborough, Presbyterian College, James H. Thomason Library, Clinton, S.C. 29325 (803)833-2820 ext. 297:**

The staff of the Presbyterian College Library utilizes two Apple IIE's and a Mac-Intosh in technical services and administration. In cooperation with the physics/computer science department, we have developed software which generates headed catalog cards. The program "Card and Label Manager" (CALM) is menu-driven, self-prompting, and prints catalog cards as well as labels for circulation cards, book pockets, and book spines. In addition to "CALM," we use the database management program "General Manager" from Sierra On-Line for maintaining book order files, periodical listings, and circulation statistics. With this information, we provide the faculty with monthly book budget reports and departmental periodical lists for class assignments. Finally, we use "Screenwriter II," "Wordstar," and "Macwrite" for word processing tasks such as procedures manuals, library orientation handouts, bibliographic instruction, and correspondence. If any readers are interested in the details of our system, please contact Cynthia Cox Yarborough at Presbyterian College, James H. Thomason Library, Clinton, SC 29325 (803) 833-2820 ext. 297.

**A: From Drucie Reeves and Noreen Derrick, Media Specialists, Brookland-Cayce High School Library, 1300 State Street, Columbia, S.C. 29033 (803)791-5000:**

Brookland-Cayce High School Library uses the Apple IIE Personal Filing System (PFS) programs for many different management procedures. The advantages of the PFS programs is that forms may be designed to fit the particular needs of a project.

PFS: FILE is used for bibliographies, equipment inventory, audiovisual software, and overdue notices.

The overdue file is set up so that one form is used for each overdue item. Included on this form is the copy number and price of each book. When the overdue notice is printed, the student knows how much the material will cost if it is not returned. Once the item is returned, the date due and date returned are included on the overdue notice with the name of the item, which tells the student exactly why s/he owes the fine. Overdues are printed out using both PFS: FILE and PFS: REPORT. By using PFS: REPORT, lists can be printed in alphabetical order by homeroom, by grade, by ID number, or by amount owed. Using the print specs on

PFS: FILE, an overdue notice is received by each student for each item owed. Searches (date due card missing on a returned book) have been simplified considerably by searching the overdue files on the computer before the circulation file is searched. By searching the "overdue" disks, hours of the circulation secretary's time are saved.

Bibliography forms are designed with input instructions using A MANUAL FOR WRITERS by Kate Turabian. Therefore, bibliographies are printed in correct bibliographic form using PFS: FILE print specs. PFS: REPORT that prints in columns is an excellent help for pulling reserve books for classes and projects. Since the computer does not take into account decimals, a "computer call number" item had to be added so that when needed, materials could be printed in call number order. On this item, each call number is carried out four decimal places. Using the base bibliography form, depending on the subject, other items can be added such as teachers' names, annotations, audience appeal, and any other information to make the file useful. Since bibliographies can also be printed out by copyright date, at least one of these bibliographies will be used to help weed one area of the collection.

The file for audiovisual software may be accessed by a maximum of 24 subjects. It takes six 5½" floppy disks to store all BCHS audiovisual software. A bibliography by subject or department can be printed in minutes and updated either on a regular basis or upon request. The initial investment of time for entering the AV data was well worth the effort for the current ease and convenience of information and bibliographic retrieval. This is an excellent help for collection development and weeding of software.

A form has been designed for audiovisual equipment inventory and some of the data has been entered. Once this project has been completed, ordering lamps, location of equipment, repair records, annual reports, inventory reports, funding sources, even costs and vendor information will be more accessible.

The district purchased PFS: FILE and REPORT for each school media center so that the media centers in the district would be compatible for the exchange of disks, forms, bibliographies, etc. The media specialist have been working together on designing forms for annual reports. AV equipment inventory, overdues, etc. annual reports. AV equipment inventory, overdues, etc.

Mailing lists, membership lists, vendor information, etc. can be entered into the file and used with PFS: WRITE, the word processing program. Please contact us for further information.

**A: From Robert Neville, Head, Cataloging Department, Robert S. Small Library, College of Charleston, Charleston, S.C. 29424 (803) 792-5530:**

The College of Charleston Library currently has two M300 microcomputers which were purchased beginning July, 1984 from OCLC, Inc. This involves the use of the OCLC mainframe computer for cataloging and retrospective conversion, for interlibrary loan, for acquisition of books and media, and for data base searching via Dialog and BRS. The M300's are also used for word processing (Easy Writer II) and data base management (Personal Filing System). In the future, plans are being developed for automating Technical Services statistical reports, possibly using LOTUS software.

We still have the other two questions which we posed in the Fall, 1984, issue which we would like to solicit answers on again:



occupy some blocks of time for these young people; however, we quickly put together some organized group sessions, and resolved to "improve our act" for the following year. Last year, the BI and Public Services Staff held two library sessions a week for all the campers. The students met in the classroom for an introduction to library research, and were then assigned the "Library Pathfinder" used in our Writing 102 classes. Another class featured various types of reference sources, with an accompanying exercise of questions to be answered by the "SCAD Scavengers". In addition, the students visited the Archives Department and the Documents Department for informative sessions on the resources and materials available in those areas.

Ms. Rembert reports that a number of these students have been accepted and received scholarships at some of the major colleges and universities in the country; this is a remarkable turn-around for a group of predominantly minority students with a low motivation for academic endeavor. The library component of the program was very well-received, and the BI staff was pleased to be a part of this pilot program. At this writing, Ms. Rembert is still waiting for the final word on funding for the summer of 1985.

In the fall of 1983, the Director of the RISK (Research, Skills, Information, Knowledge) Program for gifted fifth and sixth grade students in Rock Hill asked me to set up an "academic library experience" for these exceptional students. For the past two years, four different classes have spent the morning in Dacus Library. After an introductory discussion in the library classroom, the students have visited the Archives Department, and the Documents Department for presentations. For the remainder of the morning, the students have the opportunity to use the magazine indexes and specialized resources in the reference area. These enthusiastic youngsters are a joy to be around, and their questions and comments are frequently at a higher level than the typical college freshman.

This year the BI staff at Winthrop has been working with the foreign students, the "Winthrop Day" recruitment program, and is now setting up some specialized reference services for the winners of the Winthrop Scholar Awards and the Leadership Awards.

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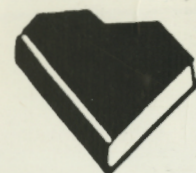
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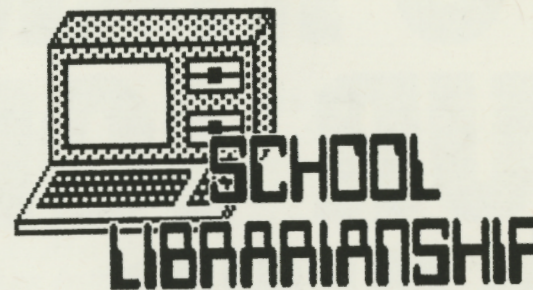
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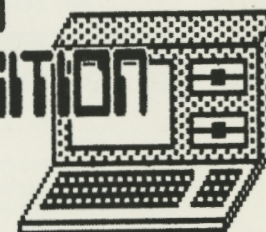
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